



APACUE

*Constitution and
Bylaws*

Amended April 2008

AMENDED APRIL 2008

CONSTITUTION OF THE ATLANTIC PROVINCES ASSOCIATION FOR CONTINUING UNIVERSITY EDUCATION (APACUE)

Article I: NAME

The name of the organization shall be the Atlantic Provinces Association for Continuing University Education (APACUE).

Article II: OBJECTIVES

The objective of the Association shall be to provide a forum for university personnel associated with credit, non-credit, university extension, and university continuing education programs whereby the concept of continuing education as an integral function and responsibility of the university may be promoted and developed.

The Association shall:

- a) Promote closer relations and provide for the interchange of information and ideas among university continuing education faculty and staff;
- b) Focus public attention on the importance of university continuing education for adults;
- c) Encourage in-service and graduate training of existing and potential university continuing education staff;
- d) Encourage and conduct studies related to university continuing education activities;
- e) Serve in an advisory capacity to the Association of Atlantic Universities and other bodies on matters relating to university continuing education;
- f) Work with other groups and institutions involved in continuing education.

Article III: MEMBERSHIP

- a) Participating membership shall be open to units whose primary responsibility is for continuing education (e.g. Extension, Summer School, Part-time studies, etc...) within institutions, which are members of the Association of Atlantic Universities;
- b) Association membership shall be open to associations, groups, or institutions which are associated with the university continuing education field but do not qualify for participating membership. Decisions on applications will be made at a business meeting of the Association on the recommendation of the executive;

- c) Individual membership shall be open to persons who are interested in university continuing education, whether or not they are associated with an institution which holds membership in the Association;
- d) Student membership shall be open to any student engaged in the formal study of adult education or involved in a university continuing education program;
- e) Honorary membership may be granted by the executive.

Article IV: EXECUTIVE COMMITTEE

The executive committee of the Association shall consist of the Past President, Vice-President, President, secretary, treasurer, CAUCE liaison, and five members at large.

The executive committee may also include a webmaster

Article V: ANNUAL FORUM

The executive committee shall plan the programme and convene an Annual forum for members to discuss and share information and ideas on programme issues and problems relating to the Association's objective.

Article VI: ANNUAL BUSINESS MEETING

At each Annual forum the executive committee shall plan a period for the conduct of formal business. Other meetings of the Association shall be held as deemed necessary by the executive, provided that notice of the meeting has been given to all members at least 14 days prior to the meeting.

Article VII: VOTING

All those present at a meeting of the Association, representing participating members, shall be entitled to vote. Voting on constitutional matters shall be restricted to two votes nominated by each AAU institution.

Article VIII: FUNDING

- a) Costs of the Annual forum shall be provided for in the bylaws;
- b) Provisions for membership fees shall be provided for in the bylaws;

- b) The executive committee shall be responsible for obtaining other funds from appropriate sources for such special projects as have been approved at the annual meeting or as necessary to conduct business of the Association during the interim.

Article IX: AMENDMENTS

The Constitution may be amended by a majority vote of those members present and eligible to vote at a business meeting provided notice of the proposed amendment has been sent to all voting members at least thirty days prior to the meeting.

Bylaws may be amended by a simple majority vote at a business meeting of the Association.

Amended April 2008

BY-LAWS OF THE ATLANTIC PROVINCES ASSOCIATION FOR CONTINUING UNIVERSITY EDUCATION (APACUE)

I. DUTIES OF THE PRESIDENT AND OF THE EXECUTIVE MEMBERS:

The President shall:

- a) Call and preside at meetings of the executive;
- b) Preside at the Annual business meeting'
- c) Maintain liaison with the AAU, CAUCE, and other appropriate organizations;
- d) Represent APACUE on appropriate occasions.

The Executive members shall:

- a) Conduct between members the business of APACUE and report back at each meeting (at least to the secretary);
- b) Hold at least 6 meetings per year (September to June)
- c) Review the annual membership fees and the recruitment and retention of members.

II. ANNUAL BUSINESS MEETING

The agenda of the Business meeting held at the Annual Forum shall include:

- a) Adoption of minutes;
- b) Reception/adoption/action on Reports;
- c) Election of new executive;
- d) Other Business

III. MEETINGS OF APACUE

- a) There shall be one Annual Forum with a Business meeting;
- b) There shall be at least six electronically facilitated (e.g. phone or computer internet) executive meetings per year.

IV. FINANCE

- a) The Annual Forum shall be self-supporting and financed by registration fees;
- b) The cost of executive and other committee meetings will be borne by the institution to which the members are attached;
- c) Annual membership fees will be payable based on the type of membership.
 - i) Participating members: up to four members; add fee for each additional person
 - ii) Associate members
 - iii) Individual members
 - iv) Student members
- d) The fiscal year of the Association shall end on March 31;
- e) Members of the executive shall have the authority to review and set the membership fees at least once per year;
- f) Invoices should be dated no later than the last day of February of the current year.

V. NOMINATING COMMITTEE

A Nominating committee comprised of the Past President and two other members of the Association shall be appointed no later than three months before the Annual Forum.

VI. QUORUM

One-third of the participating members shall constitute a quorum.

Fifty percent of the executive shall constitute a quorum for the executive meetings.

VII. VACANCY ON EXECUTIVE

In the event that a member of the Executive is unable to complete a term of office, the remaining members of the Executive may appoint a replacement, who will hold office until the next Annual meeting.

VIII. BILINGUAL ORGANIZATION

APACUE being a bilingual organization shall have its material translated and available in both official languages.

IX. TERMS OF OFFICE

In order to assure continuity, terms of office shall be as follows:

- Past President: normally a one year term, unless the out-going President is unable to accept this position. In that instance, the Past President shall be asked to fill that position for an additional term.
- President: normally a one year term. Could be renewed once and a person could be voted into office a second time.
- Vice-President: normally a one year term. The Vice-President should be ready to accept the responsibility of the President the following year. Could be two years if the President were returned to office.
- Secretary: normally a two-year term. Can be renewed.
- Treasurer: normally a two-year term. Can be renewed
- CAUCE Liaison: normally the length of time in which the APACUE member is on the CAUCE board.
- Members at large: normally two-year terms. These members should be groomed for other positions on the executive.